

Security/Safety & Health	Compliance/Conduct/External Impact	Facilities/Environment	Information Technology	Alert Level and Notification
a) Major security threat eg, <ul style="list-style-type: none"> Explosion – Chemicals or other Improvised Explosive Device (IED) Civil Unrest Armed Offender Hostage situation b) Potential full evacuation or lockdown of campus c) Pandemic at “Targeted Action” virus established and spreading in Australia, detected in WA. d) Campus controlled by external bodies eg Coroner, EPA, Police and/or other Emergency Services e) Fatality or permanent disability on campus or on a Curtin activity	a) Strong community and/or or stakeholder criticism moving from social media into mainstream media leading to a loss of confidence in Senior Management or Council b) Emergency powers in force c) Senior Management succession plan invoked. d) External investigation into Senior Executive Manager or member of Council e) Regulator action which threatens TEQSA or CRICOS registration f) Lockdown of borders beyond one semester.	a) Disruption of power, including generator, water or mechanical services, outage of more than 24 hours. b) Widespread loss of containment of pathogens, radiation, hazardous substances or dangerous goods (solids, liquids, gases) c) Widespread fire internal or on the perimeter of the campus d) evacuation of campus or neighbourhood >24 hours e) Natural disasters e.g. flood, earthquake, etc, impacting significant proportion of campus f) Controlled by external bodies eg WorkSafe, EPA, Department of Fire and Emergency Services (DFES).	a) Critical infrastructure and/or systems disruption > 1 week b) Critical voice or data network disruption > 1 week c) Cyber-attack disrupting critical services > 1 week	<p>Level 3 Alert Level of incident likely to lead to Curtin being <u>externally controlled</u> by emergency services, regulators, investigators or third parties. Success of the University’s Business Continuity Response is critical. Continue with Business Continuity response where impacted unless otherwise directed by CIMT.</p> <ul style="list-style-type: none"> Immediate notification to CIM Team Leader – Chief Financial Officer/ the Provost or relevant DVC (alternate) All CIMT members in operation VC/Council check role.
a) Sexual assault alleged or otherwise involving Curtin activity community/on campus/fieldwork. b) Concerns/suspicions a Curtin community member is promoting or selling illegal substances. c) Notifiable communicable diseases involving one or more persons on campus or in University accommodation. d) Missing international student where stakeholders have serious concerns. e) Physical/cyber/ verbal threat to life. f) Murder, suicide, alleged or otherwise on a campus or Curtin activity. involving staff or students. g) Sudden change in country security/safety level requiring Curtin/International SOS/Federal Govt assistance to evacuate. h) Pandemic at “Initial Action” – virus in Australia, small number of cases i) Involuntary detainment including political/religious/gender or kidnapping overseas. j) Working with Police, Coroner, Regulator, Emergency Services.	a) Escalating adverse community reaction to a Curtin activity/research position/conduct including in international media (digital/social or print) >1 week. b) Escalating adverse comments on international/local social media - race/religion/gender, security-related linked to Curtin >1 week. c) Working with external bodies e.g., Parliamentary or Regulator investigation or intervention d) Regulator loss of confidence. e) Escalating and prolonged class/ industrial action f) Loss/suspension of accreditation of a course relating to professional registration. g) Academic misconduct in research, involving intent and deliberation, recklessness or gross negligence. h) Extended lockdown of borders > 2 months incurring revenue loss. i) Government policy – reduction in federal funding >15 percent. j) Cohort loss of > 200 international students and/or domestic postgraduate students in a year.	a) Disruption of power, including generator power water or mechanical services, outage of between 4 hours to 24 hours - business hours and within academic calendar cycle impacting a cluster of buildings. b) Disruption of power, including generator water or mechanical services, outage of 4 hours- 24 hours to time-sensitive research area 24/7 c) Denial of access to premises, utilities due to any cause <1 day d) Loss of containment of pathogens, radiation, hazardous substances or dangerous goods (solids, liquids, gases) that could result in a dangerous situation harm or injury or is a reportable pollution event. e) Local fire/floods or natural disaster impacting more than one quadrant requiring areas to be evacuated. f) Controlled detonation of unstable chemicals on the campus. g) Working with external bodies eg WorkSafe, EPA, DFES.	a) Critical infrastructure and/or systems disruption between 1 day and 1 week b) Critical voice or data network disruption between 1 day and 1 week c) Cyber-attack disrupting critical services between 1 day and 1 week d) Wide-scale data loss from University supported equipment. e) Wide-scale data loss from non-University supported equipment. f) Digital Identity theft – impacting staff and students.	<p>Level 2 Alert Curtin usually has control however level of incident means that it is <u>difficult to manage, and Curtin will be working with external parties.</u> Effective Business Continuity Response required; Undertake SOPs until otherwise directed by CIMT.</p> <ul style="list-style-type: none"> Security/Safety & Health matters – a) to d): Immediate notification to Chair Safer Community Group as Incident Leader (staff/student) and Notify Critical Incident Risk Manager All other matters will be escalated to relevant CIM Team Leader i.e COO/Provost or relevant DVC. Relevant members of the CIMT and relevant function teams to convene. Incident leader to brief VC and Provost. VC to determine notification to Council/Minister if required.

Incident Alert Matrix – Commercial in Confidence

Security/Safety & Health	Compliance/Conduct/External	Facilities/Environment	Information Technology	Notification
<ul style="list-style-type: none"> a) Sexual harassment, alleged or otherwise, involving Curtin community/activity on campus/fieldwork. b) Individual/s believed to be in danger to themselves or others. c) Death, natural causes - student/staff at a Curtin activity or on campus. d) Drug paraphernalia, substances, possibly related to illegal activity/abuse of prescription drugs. e) Sustained bullying/verbal abuse f) Communicable disease on campus > one person and contained. g) Staff lost time injury >10 days. h) Significant injury on a Curtin campus or fieldwork. i) Pandemic at “STANDBY”, virus not in Australia j) Stalking/cyber-stalking/vilification k) Suspicious/concerning behaviour or security-related threat putting individuals or Curtin community at risk. l) Worksafe Prohibition Notice m) Cumulative minor assaults/security incidents on campus. n) Suspicious death off-campus, staff/student unrelated to Curtin activities o) Events that may escalate due to political, sociological, religious or involves issues motivated groups. 	<ul style="list-style-type: none"> a) Adverse media/community reaction to a Curtin activity/research matter >1 day (digital/social or print). b) Adverse comments on social media regarding race, religion, or gender or security-related linked to Curtin. c) Potential misconduct/criminal matters reportable to CCC/regulator or enforcement agency. d) Potential Academic Misconduct matter, including breach of Code of Ethics. e) Unplanned Regulator audit or query. f) Litigation or industrial action requiring cross-Curtin coordination. g) Fines, penalties, breach of contracts of \$100K to \$500K h) Escalating student dissatisfaction affecting > 50 students />50 staff i) Repeated email/verbal/written threats to Curtin Community including Council. j) Temporary closedown of international borders k) Government policy – reduction in federal funding > 10 percent. l) Permanent cessation of a research centre/s incurring revenue loss. m) Cohort loss of > 100 international students and/or domestic postgraduate students in a year. 	<ul style="list-style-type: none"> a) Disruption of power, including generator, water or mechanical services, outage of <4 hours during business hours and per academic calendar cycle. b) Disruption of power, including generator, water or mechanical services, outage of <4 hours to time-sensitive research area 24/7. c) Denial of access to premises, utilities, due to any cause <4 hours during business hours or per academic calendar. d) Loss of containment of hazardous materials or dangerous goods could not cause harm and was not required to be reported. e) Any theft, attempted theft or unexplained loss of security risk substance including controlled substances or hazardous goods. f) Fire isolated to an area within a quadrant g) Evacuation of more than one building in a quadrant. h) Discovery of asbestos during contract works/non-compliance– occupied building. i) Attempted or actual unauthorised access to key, sensitive or critical infrastructure j) Natural disasters e.g., flood, earthquake, impacts staff and students on a Curtin activity. 	<ul style="list-style-type: none"> a) Critical infrastructure and/or systems disruption of < 1 day b) Critical voice or data network disruption of < 1 day c) Cyber-attack disrupting critical services of < 1 day and/or localised to an individual. d) Threat of a potential cyber-attack impacting whole of organisation data and/or infrastructure. e) Misuse of Curtin IT resources that may put individuals, or Curtin at risk. f) Data loss/theft from University supported equipment - multiple individuals. 	<p>Level 1 Alert Curtin has control and needs to <u>work across business areas.</u> <u>Undertake your SOPs.</u> Security/Safety & Health matters: a) to g): notify Chair Safer Community Response Group: staff/student who will notify or escalate to relevant area. For all other matters: <u>Notify:</u> a) Critical Incident Risk Manager b) VP CR or Director Strategic Communications and c) Relevant Line Manager Appoint: Incident Manager in consultation with Executive/relevant Line Manager. Refer to Incident Manager Template <u>If relevant Incident Manager will notify/liaise with:</u> a) DVCI – Education Services for Overseas Students Act (ESOS) and Overseas Students Health Cover (OSHC) matters b) Provost/COO, Relevant DVC/PVC c) Relevant Compliance Officer e.g. TEQSA, ESOS, EPA, CCC, DFAT, Home Affairs, or WorkSafe. d) Security Manager e) Academic Registrar f) Director Health and Safety g) Director Integrity Standards Unit h) Chief Information Security Officer</p>
<ul style="list-style-type: none"> a) Routine breaches in security b) Death off-campus, staff/students, unrelated to Curtin activities c) Individual/s displaying mental health issues. d) Isolated case of infectious disease e) Isolated case, bullying/verbal abuse f) International student/s impacted by eg domestic violence, substance abuse, etc (ESOS). 	<ul style="list-style-type: none"> a) Vexatious or disgruntled individual b) Breach of regulation, legislation or standard, c) Misconduct matters/Breach of policy/procedure leading to minor external or regulator findings. d) Threat of legal or industrial action e) Isolated student or staff matter on social media or other. f) Student plagiarism at level 2 or 3. 	<ul style="list-style-type: none"> a) Localised flooding in a work area. b) Temporary loss of power, gas or ventilation to a business <u>area</u> after hours or outside academic calendar c) Local release of chemicals immediately remediated. d) Discovery of asbestos during contract works – construction site 	<ul style="list-style-type: none"> a) Noncritical Infrastructure and/or systems disruption < 2 hours b) Non-critical voice or data network disruption of <2 hours c) Digital Identity theft - individual 	<p>Localised Incidents Managed within the work area low probability of escalation – standard SOPs apply. <u>Must notify line manager,</u> and Chair Safer Community Response Group Students/Staff (SCRG) <u>May need to notify as relevant:</u> a) Security Manager b) Critical Incident Risk Manager c) Relevant Compliance Officer</p>